

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR BUILDING INSPECTOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Building Inspector is the third level in a four level Construction Inspection series. Incumbents are responsible for performing advanced combination [or specialized](#) enforcement of pertinent codes, ordinances, and regulations related to fire, life and health safety, accessibility, structural and nonstructural, plumbing, mechanical, and electrical elements of construction, for public and private residential and commercial projects permitted within the City of Fresno and providing consulting services to architects, engineers, designers, contractors, and owners.

Distinguishing characteristics within the class are, depending upon specialized area of assignment, responsibility for performing structural, electrical, environmental, or plumbing and mechanical system inspections.

The Senior Building Inspector is distinguished from the Building Inspector by its responsibility for making work assignments, overseeing the work of other building inspection staff, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor. The Senior Building Inspector is distinguished from the Supervising Inspector, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods. | Daily
10% |
| 2. | Inspects, evaluates and approves residential and commercial construction projects and properties to observe compliance with applicable combination construction plans, specifications, and codes; reads and interprets construction plans and specifications. | Daily
30% |
| 3. | Inspects, evaluates, and approves construction of structural systems, fire, life, and health safety and disability access requirements, on-site grading, landscaping, and related architectural and zoning requirements and improvements. | Daily
20% |
| 4. | Receives and responds to questions and/or complaints from a variety of individuals and/or businesses regarding codes and regulations, inspection schedules, inspection results, and code compliance requirements, including providing consulting services to architects, engineers, designers, contractors, and owners. | Daily
15% |

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5.	Prepares and/or completes variety of forms, lists, stop work notices, and/or other related items; disseminates information to appropriate individuals.	Daily 10%
6.	Prepares and maintains construction and building inspection results, files, and reports.	Daily 10%
7.	Attends a variety of meetings related to construction projects and/or progress.	Weekly 5%
8.	Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Inspectors may be assigned to Electrical Systems responsible for:

- Examining, evaluating, and approving electrical installations in residential, commercial, and industrial buildings.

Inspectors may be assigned to Plumbing and Mechanical Systems responsible for:

- Examining, evaluating, and approving plumbing and mechanical system installations in residential, commercial, and industrial buildings.

Inspectors may be assigned to Building and Safety Systems responsible for:

- Examining, evaluating, and approving the structural, life safety and accessibility, construction or alteration of residential, commercial, and industrial buildings.

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Positions assigned to Electrical Safety may be responsible for:¶
Examining, evaluating, and approving complex electrical installations in residential, commercial, and industrial buildings.¶

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Positions assigned to Plumbing and Mechanical Systems may be responsible for:¶
Examining, evaluating, and approving complex plumbing and mechanical system installations in residential, commercial, and industrial buildings.¶

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Positions assigned to Environmental and Safety may be responsible for:¶
Examining, evaluating, and approving the complex construction or alteration of residential, commercial, and industrial buildings.

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Training and Experience (positions in this class typically require):

- Sixty semester units of college level course work in Construction Technology, Architectural Drafting, Industrial Technology, Electrical Engineering, Mechanical Engineering, Engineering, Engineering Technology or closely related field and three years of experience as a City of Fresno Building Inspector;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional experience may be substituted for the required education on a year-for-year basis. Additional education may be substituted for the required journey level experience on a year-for-year basis up to a maximum of two years.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Certified Combination Inspector

Knowledge (position requirements at entry):

Knowledge of:

- Building and construction trades, methods, principles, practices and techniques;
- Documentation methods;
- Principles, policies, practices and operations in assigned area of responsibility;
- Residential and commercial construction inspection methods;
- Applicable specifications, codes, ordinances, regulations and practices used in the design and construction of building, plumbing, mechanical and/or electrical installations in residential and light commercial building occupancies and accessory structures;
- Customer service policies, principles and practices;
- Recordkeeping principles and practices.

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Skills (position requirements at entry):

Skill in:

- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Providing customer services
- Using computers and applicable software applications
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Analyzing, coordinating, and reviewing projects and reports
- Interpret, apply, and explain applicable building codes
- Inspecting residential and light commercial construction projects to evaluate compliance with applicable codes and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, travel and disruptive people.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007